



Code: 9175
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: CAPTAIN

CHARACTERISTICS OF THE CLASS

Under direction, has responsibility for an essential unit within an operation, or serves as second in command within a district.

ESSENTIAL DUTIES

- Supports the Commander in promoting community relations as the Executive Officer in a district. in areas such working with the Commander to ensure all officers and civilian staff demonstrate the importance of community relations as they carry out their duties. This duty applies to Captains leading other functional areas within the Chicago Police Department.
- Supports the Commander of the district in promoting community relationships, by being present and accessible, accompanying the Commander or conducting her/his own engagement efforts, and demonstrating CPD values when the Captain represents the Commander.
- Develops, reviews, recommends changes to operational procedures and standards, and assists with implementation within a district or unit to ensure the efficiency and effectiveness of operations, and consistency with department policies and procedures, and participates in the development of department policies, procedures, and directives.
- Assists the District Commander by monitoring, evaluating, and preparing reports on the use of department equipment and other resources, to help ensure that staff have access to the resources needed to carry out their duties. This duty may vary somewhat if leading a specialized unit within CPD
- Serves as a final reviewer of citizen complaints and investigations of employee misconduct, and recommends changes, or highlights critical points before submission to the District Commander
- Reviews a variety of complex material such as policies and procedures, legislation, case law, etc. in order to effectively communicate and execute, as well as ensuring interpreting policy is in line with Sr. Management.
- Gathers and evaluates information from electronic systems directly and through reports prepared by staff, to use in identifying issues, solving problems, planning operations, and managing and deploying resources. Analysis data on gang activity, narcotic complaints, vice, and traffic situations to develop effective responses and deployment of resources
- Assists the Commander with plans and reviews for patrols, staffing, community relations and public education. Will represent the Commander at various events as speaker, taking questions, responding to recommendations. When serving as acting commander will directly plan patrol response and staffing.
- Supports the Commander or equivalent level by conducting research related to long-term planning, or how best to approach a current problem. May also conduct research related to improving operations
- Supports the District Commander by developing processes to facilitate the flow of two-way communication in an orderly process, as well initiating communication in absence of the district Commander or Head of a Specialized unit
- Attends departmental management meetings and serves on a variety of departmental committees to assist in planning, modifying, and reviewing the effectiveness of various

departmental initiatives and programs. May lead sub-committees or lead meetings when the Commander is not available

- Supports the Commander by meeting with stakeholders, and if there is a formal presentation, may present one of the topics. At times may represent the Commander at stakeholder meetings, and meetings with other groups
- Provides direction, consultation, and guidance to staff to maintain staff performance, help them resolve unusual, sensitive, or complex problems, and ensure staff compliance with policies and procedures. In terms of initiating one-on-one conversation based on observation and feedback, the Captain may focus more on non-manager employees
- Responds to crime, accident, and emergency scenes to assist and observe officers, or to take command as the situation dictates. The Captain may need to take command in the absence of the Commander, or if there are several emergencies.
- Adapts work plans and staff schedules to meet changing priorities of work objectives, personnel, resources, and/or workload demands in accordance with collective bargaining agreements.
- Supports and actively promotes City and CPD policies on a workplace free from discrimination and harassment by fostering respect for diversity and complying with EEO policies.
- Conducts performance evaluations to document staff performance, and reviews performance evaluations completed by subordinate supervisors to ensure that proper procedures are followed, and evaluation processes are conducted in a standardized manner.
- Develops and implements operational procedures and standards for the assigned district or functional area within CPD, to ensure the efficiency and effectiveness of operations, and consistency with department policies and procedures, Consent Decree goals and requirements, and participates in the development of department policies, procedures, and directives.
- Manages the use of department equipment and other resources and ensures that staff have access to the resources needed to plan work, conduct investigations, make informed decisions, and solve problems.
- Stays abreast of the use and effectiveness of overtime to not only ensure compliance with CPD policy, but address issues that may lead to or are contributing to unplanned overtime expenses,
- Reviews citizen complaints and investigations of employee misconduct to ensure the integrity of the complaint investigations and the appropriateness of the recommendations.
- Assesses and reviews complex written information including policies and procedures, legislation, case law, etc., to evaluate operations, make decisions, and determine compliance with policies, procedures, and legal mandates.
- Reviews, assesses, implements appropriate responses to issues based on data gathered through a variety of sources such as electronic data
- Assesses data and reports on gang activity, narcotics complaints, vice, and traffic conditions and implements policies and deploys personnel and other resources as appropriate.
- Develops, reviews, and approves plans regarding patrols, staffing, public education, and overall ensuring effective and efficient use of all District resources.
- Directs research and analysis related to developing long-term plans regarding operations, and developing policies and procedures to address current and potential new problems
- Assumes the responsibilities and duties of the Commander in his/her absence.

- Performs facility management duties, including determining necessary maintenance and repairs, and coordinating or arranging for the work.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Ten (10) years' experience with the Chicago Police Department as a sworn officer, bachelor's degree from an accredited school, and
- Two (2) years of experience as a Lieutenant, with one (1) of the two years working in District Law Enforcement Patrol.

Licensure, Certification, or Other Qualifications

- Must have a valid State of Illinois driver's license at the time of hire
- Must be a resident in the City of Chicago at the time of hire
- Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois at the time of hire
- Must maintain the ability to safely handle and use a Department approved firearm

WORKING CONDITIONS

- General office environment and in the field (approximately 50/50)
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be any time; Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life-threatening situations
- May require travel outside the City of Chicago or State of Illinois

EQUIPMENT

- Standard office equipment (e.g., phone, printer, copier, document scanner, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, mobile data terminal, tablet)
- Two-way radio
- Cellular telephone
- Video and audio recording equipment (e.g., body work camera, in car camera)
- Handcuffs
- Personal defense weapons (baton, taser, handguns, rifle, etc.)
- Specialized safety equipment (bulletproof vest, helmet, respirator)
- Transportation (car)

PHYSICAL REQUIREMENTS

- Using muscular force to lift, carry, drag, push, or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs
- Using the necessary force to restrain a person when making an arrest
- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operating automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print
- Must pass all phases of the selection process, including a medical evaluation, drug screen, and physical performance test

KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

Knowledge

Comprehensive knowledge of:

- Municipal, state, and federal laws, codes, ordinances, and the Consent Decree's goals and requirements applicable to the operations of the Chicago Police Department.
- Chicago Police Department General and Special Orders, Directives, and policies and procedures to ensure operations, decisions, programs, and processes are consistent with same.
- The mission, goals, and command structure of the Chicago Police Department, as well as the history of the department, including the social and historical context behind the Consent Decree
- Principles of general management and project management to manage an operational unit and plan and manage projects of the unit.
- Current law enforcement tactics and methodology, including crime prevention and community-oriented policing theory, strategies, and techniques.
- Tactical operations and the incident command system to plan, oversee, and coordinate field operations.
- Supervisory and personnel management principles and methods to supervise staff, including assigning, monitoring, and assessing work, identifying performance issues, and providing coaching and guidance.
- Conflict resolution techniques, including basic mediation and negotiation, to address and resolve internal and external conflicts.
- The geography of the city of Chicago, including districts, neighborhoods, major streets, and landmarks.
- Specific Consent Decree Documents, such as the US DOJ 2017 Report and the 2016 Police Accountability Task Force

Skills

- Specific and/or centralized law enforcement skill(s) that have been acquired through the course of a career as well as the result of participation in internal and external training, advanced education, such as (but not limited to): Community Policing, Reform Management, Labor Relations, Internal Affairs, Specialized Units (Mounted, SWAT, Marine, Academy Instructor), Vice, FBI Training, FTO, Northwestern School of Command Training, etc.
- Evaluate the efficiency and effectiveness of unit programs and activities to identify changes necessary to increase efficiency, effectiveness, and compliance with policies, laws, and regulations.
- Conduct field investigations to observe operations to determine if personnel and other resources are utilized properly, and that personnel are following policies and procedures.
- Develop procedures to ensure the effective operation of the work unit or district.
- Develop or review plans for directed patrol response to address specific needs and requirements.
- Analyze gang activity, narcotics complaints, and vice and traffic conditions to assign personnel to provide appropriate response.
- Evaluate operational plans to ensure the best utilization of the unit's resources.
- Review district or unit operating procedures to ensure consistency with departmental policies and procedures.
- Develop short-range and long-range plans and schedules in support of operating goals and strategic plans of the department.
- Identify future staffing needs based on proposed or expected changes to policies, procedures, and programs.
- Assess the performance of subordinate staff to identify coaching and training needs and provide ongoing feedback to staff to improve their performance and aid in their professional development.
- Make presentations to various community groups, organizations, or other agencies, to provide information regarding the activities, mission, and goals of the Chicago Police Department.
- Use a computer and software for communications, report and policy writing, and data analysis

Abilities

- Anticipate potential problems and strategically plan to address them proactively.
- Introduce and implement change in a manner that increases acceptance and compliance among staff.
- Make sound decisions based on laws, regulations, and departmental policies and procedures.
- Make independent judgments and adopt quick, effective, and responsive courses of action in emergency situations and in the face of ambiguity.
- Establish appropriate and efficient courses of action for self and others, including planning and scheduling work activities, and identifying the resources needed to meet future goals of the unit.
- Adapt plans and schedules to meet changing priorities of work objectives, personnel, resources, and workload demands.

- Provide direction, encouragement, mentoring, and coaching to unit personnel to increase motivation and morale and create a positive work environment.
- Handle problems in a manner that shows consideration for the feelings and concerns of others, including remaining calm, courteous, and professional when dealing with individuals who are emotional, adversarial, or hostile.
- Maintain effective working relationships with community stakeholders to identify potential shared resources and gain cooperation for departmental programs.
- Explain policies, procedures, rules, and laws to a variety of individuals to ensure information is relayed accurately and clearly.
- Facilitate meetings to ensure the effective exchange of information or instruction and keep attendees on task relative to the goals of the meeting.
- Express ideas, facts, and reasoning in writing in a concise, factual, accurate, and sequential manner.
- Demonstrate assertiveness and initiative in identifying and dealing with issues, problems, and situations in order to lead others and resolve problems in an effective manner.
- Conduct oneself in a professional manner and show dedication and commitment to the job, the core values of the Chicago Police Department, and the ideals of the law enforcement profession.
- Show a commitment to professional development, including evaluating the effectiveness of one's own actions to determine ways to improve work performance, and striving to develop and acquire new knowledge and skills.
- Maintain own department-issued property/equipment (e.g., safety equipment, vehicles, firearms, phones, radios, computers) properly to comply with departmental policies.

Other Work Requirements

- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
- STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
- PERSISTENCE – Persist in the face of obstacles on the job
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INITIATIVE – Demonstrate willingness to take on job challenges
- INTEGRITY – Be honest and avoid unethical behavior
- ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

Note: This class specification is not intended to be inclusive; there may be other duties, physical requirements, knowledge, skills, abilities, and other characteristics that are important to particular positions within the class.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

*May be required at entry

City of Chicago
Department of Human Resources
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